



Nye County School District - Human Resources

Job Description

Title: Accountant	Classification: Classified
FLSA Status: EXEMPT	Terms of Employment: 12 Months, 8 hours per day

JOB GOAL: To support the COO in managing and executing the District Budget, perform specialized accounting and budget-related duties requiring substantial judgment and analytical ability to carry out the functions of the District's Business Office and Finance Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor, which does not conflict with NCSD policies and administrative regulations.

1. Responsible for creating, processing, and balancing all NCSD budgets.
2. Process daily and weekly deposits, and manage positive pay for Workers Compensation and Health Insurance accounts.
3. Supervise checks, deposits, statements, and reconciliation processes for all district bank accounts.
4. Supervise and monitor the E-Rate program.
5. Calculate monthly interest, month end processes, cash balance, and month end reports.
6. Process annual audit reports, receivables, deferred revenue, and year-end General Ledgers.
7. Supervise all aspects of district credit cards, including account balances, limits, card updates, audits, transactions, and training.
8. Responsible for processing and distributing multiple quarterly, State, Federal, and other financial and/or fiscal reports.
9. Supervise and review the coding of general fund and grant requisitions for account distribution according to fund, unit, program, function, object, and legality.
10. Responsible for Tyler-School ERP Pro (iVisions) security settings, master position control, including position creation, updates, and tracking, and monitoring budget functions related to HR and Payroll processes.
11. Examine and evaluate financial and information systems, recommending controls to ensure system reliability and data integrity.
12. Monitor source documents/computer generated reports for accounts payable/receivable activities, and verify accuracy and completeness of all processing actions.
13. Research, identify, and resolve discrepancies and/or inconsistencies of source documentation; responsible for ensuring that all financial information is valid and that internal control is maintained.
14. Supervise processing and tracking of phone bills, phone and data lines, Independent Contract Agreements, and utility data sheets.
15. Assist supervisors and administrators in interpretation of unit budget reports.
16. Supervise the finance and accounting staff when assigned, or in the absence of the COO, providing guidance on work priorities and ensuring completion of tasks.
17. Perform other tasks related to area of responsibilities as assigned by Supervisor.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Knowledge of federal and state laws, NCSD Policies and Administrative Regulations, all Negotiated Agreements, public and administrative practices, governmental controls, and record retention requirements pertaining to professional accounting procedures, principles, and functions.
2. Knowledge of general office procedures, business machines, computers, word processing, and various software programs.
3. Knowledge of and experience with computer software and accounting applications, such as information systems, enterprise resource planning (ERP), and mainframe computer data entry procedures.
4. Demonstration of responsible decision making and ability to organize complex records, confidential records, data processing/analysis, and performance of duties at a responsible level with minimum supervision.
5. Possess excellent written and oral communication skills, organizational skills, interpersonal skills and

analytical ability.

6. Demonstrated ability to prepare, analyze, and distribute precise and comprehensive district budgets, including collecting and verifying financial data, developing detailed budget forecasts, and ensuring timely and accurate dissemination of budget information.
7. Ability to perform complex mathematical and statistical analysis.
8. Ability to plan and organize work activities, work under pressure, meet deadlines, and exercise flexibility with new tasks as priorities change.
9. Ability to concentrate on accuracy of details, maintain detailed records, and apply established procedures to work activities.
10. Ability to assist district level administration with privileged information while maintaining the highest degree of confidentiality.
11. Demonstrated ability to promote positive public relations and communicate tactfully and diplomatically with administration, district staff, school board members, co-workers, outside agencies, and the public.
12. May work extended hours to provide support and to meet deadlines.
13. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
14. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the education setting.
15. Recognizes and reports hazards, and conforms to safety standards as prescribed.
16. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
17. Familiar with district and site emergency/crisis response procedures, plans and drills, (e.g. fire drills, bomb threats, lock-downs, etc.).

POSITION REQUIREMENTS

Education, Training, and Experience:

1. Minimum of Bachelor's Degree in Accounting
2. Minimum of five (5) years practical experience in Accounting

Licenses and Certifications:

1. Valid Nevada Driver License

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Sedentary/light-exert force 10 to 25 lbs., occasionally or a negligible amount of force to lift, carry, push, pull or move objects.

Physical Demands: Frequent reaching, handling, repetitive fine motor activities. Requires mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time.

Vision: May require frequent near acuity to read printed materials, VDT screens and/or other monitoring devices.

Environmental Conditions: Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

Hazards: Furniture, office equipment, communicable diseases, chemicals and fumes, and potential electrical hazards during installation procedures.

Working Conditions: Office or suitable workspace with computer and office equipment necessary to carry out functions of position.

Approved by: _____

Superintendent

Date



Nye County School District

NOTICE OF NONDISCRIMINATION ON THE BASIS OF SEX UNDER TITLE IX

Nye County School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to NCSD's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both:

Michelle "Chelle" Wright, PHR, CLRP
Director of Human Resources/Title IX Coordinator
Nye County School District
484 S. West St., Pahrump, NV 89048 · 775-727-7743, extension 300
title9coordinator@nyeschools.org

NCSD's nondiscrimination policy and grievance procedures can be located at:

<https://bit.ly/NCSDPolicies-AdminRegs>.

(NCSD Policies and Administrative Regulations 0210/0210aR/0210bR/0210cR, 0211/0211R, 0212/0212R, 0213/0213aR/0213bR/0213cR, and 6110/ 6110R)

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to title9coordinator@nyeschools.org.

Contact information for OCR is available here: <https://ocrcas.ed.gov/contact-ocr>.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form in its programs and activities, on the basis of race, color, national origin, religion, gender, disability, age, pregnancy, sexual orientation, ancestry, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard, and provides equal access to the Boy Scouts and other designated youth groups.

Americans with Disabilities Act

It is the policy of Nye County School District to comply with all federal and state laws concerning the employment of individuals with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, and conditions and privileges of employment.

Nye County School District will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to Nye County School District. Please contact Human Resources or the Section 504 Coordinator with any questions or requests for accommodation.

Shanda Roderick
Director of Special Education/Section 504 Coordinator
Nye County School District
Special Education Support Services
484 S. West St., Pahrump, NV 89048 · 775-751-4015